

TEST STATIONS
F-15

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description at attachment 1 for varying levels of workload volume.

2. Authority. ANGI 21-101, *Maintenance Management of Aircraft*, contains policy and procedural guidance for the Test Stations function. This ANGMS has been developed in accordance with functional review procedures contained in AFMAN 38-208V1, *Air Force Management Engineering Program (MEP) Processes*.

3. Applicability. This ANGMS applies to all ANG F-15 Fighter Wings and Groups in peacetime operations only.

4. Standard Data:

- a. Classification. Type II.
- b. Approval Date. 2 February 1995.
- c. Manpower Data Source. Operational Audit method (historical record and technical estimate techniques).
- d. Standard Manpower Equation. $Y = 87.58 + 7.302X$.
- e. Workload Factor:
 - (1) Title. A Programmed Flying Hour.
 - (2) Definition. The average monthly flying hours authorized.
 - (3) Source. USAF Program Document, Volume II, maintained by ANG/FM.

5. Application Instructions:

- a. The valid man-hour range for this ANGMS is 1792.54 through 3673.87.
- b. This ANGMS is appropriate for use with all peacetime civilian man-hour availability factors.
- c. Determine the manpower requirements for this work center by substituting the appropriate workload value in paragraph 4e for the X in the man-hour equation in paragraph 4d. The resultant number will be divided by the current civilian man-hour availability factor which will produce fractional manpower requirements. Use the fractional manpower table provided by ANG/MPME to determine requirements.
- d. Refer to attachment 2, AF Form 1113, Standard Manpower Table, to determine specific Air Force specialties.

6. Statement of Conditions. The conditions listed below had no affect on the development of the standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Test Stations (F-15)

DIRECT:

1. AUTO TEST STATION EQUIPMENT MAINTENANCE. Maintains specific line replaceable unit (LRU) by inspecting, troubleshooting, repairing, calibrating, modifying, and aligning.

1.1. MAINTAINS LRU ON DISPLAY TEST STATION:

1.1.1. MAINTAINS FLIGHT DIRECTOR ADAPTER.

1.1.2. MAINTAINS HUD SIGNAL DATA PROCESSOR.

1.1.3. MAINTAINS HEADS UP DISPLAY.

1.1.4. MAINTAINS CONVERTER PROGRAMMER.

1.1.5. MAINTAINS MULTIPURPOSE COLOR DISPLAY.

1.1.6. MAINTAINS RADAR TARGET DATA PROCESSOR.

1.1.7. MAINTAINS MULTI PRP DISPLAY UNIT.

1.1.8. MAINTAINS DIGITAL RADAR TARGET DATA PROCESSOR.

1.1.9. MAINTAINS AIR NAVIGATION MULTIPLE INDICATOR.

1.1.10. MAINTAINS SKID CONTROLLER ASSEMBLE.

1.1.11. MAINTAINS HORIZONTAL SITUATION INDICATOR.

1.1.12. MAINTAINS MISCELLANEOUS REPLAY ASSEMBLY.

1.1.13. MAINTAINS PROGRAMMABLE SIGNAL DATA PROCESSOR.

1.2. MAINTAINS LRU ON MICROWAVE TEST STATION:

1.2.1. MAINTAINS RADAR DATA PROCESSOR.

1.2.2. MAINTAINS ANALOG RADAR TEST DATA PROCESSOR.

1.2.3. MAINTAINS RADAR RECEIVER.

1.2.4. MAINTAINS INTERFERENCE BLANKER.

1.2.5. MAINTAINS RADAR FREQUENCY OSCILLATOR.

1.2.6. MAINTAINS ELECTRONIC SIGNAL COMMAND PROGRAMMER.

1.2.7. MAINTAINS DISPENSING SWITCH ASSEMBLY.

1.2.8. MAINTAINS TRACKER EQUIPMENT.

1.3. MAINTAINS LRU ON COMPUTER TEST STATION:

1.3.1. MAINTAINS ELECTRONIC AIR INLET CONTROLLER.

1.3.2. MAINTAINS ATTITUDE INDICATOR.

1.3.3. MAINTAINS ACCELERATION SENSOR ASSEMBLY.

1.3.4. MAINTAINS RATE SENSOR ASSEMBLY.

1.3.5. MAINTAINS DYNAMIC PRESSURE SENSOR.

1.3.6. MAINTAINS PRESSURE ALTIMETER.

1.3.7. MAINTAINS ACCELEROMETER INDICATOR.

1.3.8. MAINTAINS STANDBY AIRSPEED INDICATOR.

1.3.9. MAINTAINS FLIGHT CONTROL COMPUTER PITCH.

1.3.10. MAINTAINS FLIGHT CONTROL COMPUTER ROLL/YAW.

1.3.11. MAINTAINS LEAD COMPUTING GYRO.

1.3.12. MAINTAINS ELECTRONIC CONTROL AMPLIFIER.

1.3.13. MAINTAINS DISPLACEMENT GYROSCOPE.

1.3.14. MAINTAINS COMPASS CALIBRATION SET CONTROL UNIT.

1.3.15. MAINTAINS AIR DATA COMPUTER.

1.3.16. MAINTAINS MAGNETIC AZIMUTH DETECTOR.

1.3.17. MAINTAINS PRESSURIZED COMPARTMENT ALTIMETER.

1.3.18. MAINTAINS GYROSCOPE VERTICAL REFERENCE.

1.3.19. MAINTAINS DIGITAL READOUT ELECTRONIC COUNTER.

1.3.20. MAINTAINS ELECTRONIC LINEAR ACCELEROMETER.

1.3.21. MAINTAINS CABIN CIRCUIT AIR CONTROLLER.

1.3.22. MAINTAINS AVIONICS CIRCUIT AIR FLOW/TEMP CONTROLLER.

1.3.23. MAINTAINS NAVIGATIONAL CONTROL INDICATOR.

1.3.24. MAINTAINS INERTIAL MEASUREMENT UNIT.

1.3.25. MAINTAINS DIGITAL COMPUTER.

1.3.26. MAINTAINS SIGNAL DATA RECORDER

1.3.27. MAINTAINS ENGINE ICE DETECTOR.

1.3.28. MAINTAINS DIGITAL COMPUTER.

2. AUTOMATIC TEST STATION MAINTENANCE. Maintains automatic test station by inspecting, troubleshooting, repairing, modifying, aligning, and repairing station component. Interprets schematics, wiring diagrams, signal, and mathematical formulas.

2.1. PERFORMS CONFIDENCE TESTING.

2.2. PERFORMS OPERATIONAL ASSURANCE AND FAULT ISOLATION TESTING.

2.3. PERFORMS REPAIR TESTING.

2.4. PERFORMS PERIODIC MAINTENANCE:

2.4.1. PERFORMS HOURLY INSPECTION.

2.4.2. PERFORMS CALENDAR INSPECTION.

2.5. INSTALLS SOFTWARE PROGRAM:

2.5.1. INSTALLS PERFORMANCE PROGRAM.

2.5.2. INSTALLS DIAGNOSTIC AND CONFIDENCE PROGRAM.

2.5.3. INSTALLS NEW OPERATIONAL FLIGHT PROGRAM.

3. MANUAL AND ELECTRONIC WARFARE EQUIPMENT MAINTENANCE. Maintains specific LRU by inspecting, troubleshooting, repairing, calibrating, modifying, and aligning.

3.1. MAINTAINS LRU ANTENNA "A" TEST STATION:

3.1.1. MAINTAINS RADAR ANTENNA.

3.1.2. MAINTAINS LOW VOLTAGE POWER SUPPLY.

3.2. MAINTAINS LRU ANTENNA "B" TEST STATION RADAR TRANSMITTER.

3.3. MAINTAINS LRU ON COMMUNICATION, NAVIGATION, IDENTIFICATION TEST STATION:**3.3.1. MAINTAINS INSTRUMENT LANDING SET TEST SET.****3.3.2. MAINTAINS ANTENNA SELECTOR C-9634.****3.3.3. MAINTAINS IDENTIFICATION FRIEND OR FOE (IFF) INTERROGATOR RT-868A.****3.3.4. MAINTAINS IFF TRANSPONDER RT-1063B.****3.3.5. MAINTAINS INSTRUMENT LANDING SET RECEIVER R-1755.****3.3.6. MAINTAINS ELECTRONIC CONTROL AMPLIFIER.****3.3.7. MAINTAINS ANTENNA AS-2701.****3.3.8. MAINTAINS TACAN RECEIVER TRANSMITTER.****3.3.9. MAINTAINS TACAN ELEK ADAPTER MOUNT.****3.3.10. MAINTAINS ULTRA HIGH FREQUENCY RECEIVER TRANSMITTER RT-1504.****3.3.11. MAINTAINS HIGH FREQUENCY RECEIVER/TRANSMITTER AN/ARC-190.****3.4. MAINTAINS LRU ON TACTICAL ELECTRONIC WARFARE SYSTEM INTERMEDIATE TEST EQUIPMENT (TITE) TEST STATION AND TACTICAL ELECTRONIC WARFARE SYSTEM INTERMEDIATE SUPPORT SYSTEM:****3.4.1. MAINTAINS EWWS RECEIVER TRANSMITTER.****3.4.2. MAINTAINS DIPLEXER ASSEMBLY.****3.4.3. MAINTAINS ELECTRONIC SWITCH.****3.4.4. MAINTAINS COUNTERMEASURES SET (CMS) BAND 1 OSCILLATOR.****3.4.5. MAINTAINS CMS BAND 2 OSCILLATOR.****3.4.6. MAINTAINS CMS BAND 1 RADIO FREQUENCY (RF) AMPLIFIER.****3.4.7. MAINTAINS CS BAND 2 RF AMPLIFIER.****3.4.8. MAINTAINS SUMMATION NETWORK.****3.4.9. MAINTAINS ELECTRONIC COMMAND SIGNAL PROGRAMMER.****3.4.10. MAINTAINS COUNTERMEASURES RECEIVER LRU-6.****3.4.11. MAINTAINS COUNTERMEASURES RECEIVER PROCESSOR LRU-3.**

3.4.12. MAINTAINS COUNTERMEASURES POWER SUPPLY LRU-2.

3.4.13. MAINTAINS COUNTERMEASURES DISPLAY LRU-9.

3.4.14. MAINTAINS CONTROL C-9428.

3.4.15. MAINTAINS CONTROL C-9429.

3.5. MAINTAINS LRU SHOP REPLACEABLE UNIT ON TITE TEST STATION:

3.5.1. MAINTAINS CIRCUIT CARD ASSEMBLY PIMA-201.

3.5.2. MAINTAINS TURNING UNIT TN-550.

3.5.3. MAINTAINS TURNING UNIT TN-551.

3.5.4. MAINTAINS TURNING UNIT TN-552.

3.5.5. MAINTAINS FAULT LOCATOR (WUC 76HCP).

3.5.6. MAINTAINS FAULT LOCATOR (WUC 76HHP).

3.5.7. MAINTAINS FINAL TWT POWER SUPPLY (WUC 76HAH).

3.5.8. MAINTAINS FINAL TWT POWER SUPPLY (WUC 76HFH).

3.5.9. MAINTAINS LOWER VOLTAGE POWER SUPPLY.

3.6. MAINTAINS LRU ON INDICATOR AND CONTROL TEST STATION:

3.6.1. MAINTAINS ANGLE OF ATTACK TRANSMITTER.

3.6.2. MAINTAINS ENGAGING CONTROLLER.

3.6.3. MAINTAINS ALTIMETER INDICATOR.

3.6.4. MAINTAINS OIL PRESSURE INDICATOR.

3.6.5. MAINTAINS RATE OF FLOW INDICATOR SYSTEM.

3.6.6. MAINTAINS FAN TURBINE INLET TEMP IND.

3.6.7. MAINTAINS INTEGRATED COMMUNICATION CONTROL.

3.6.8. MAINTAINS IFF CONTROL PANEL.

3.6.9. MAINTAINS OVERHEAT FIRE DETECTION ALARM.

3.6.10. MAINTAINS C-9013/APX CONTROL PANEL.

3.6.11. MAINTAINS INTEGRATED NAVIGATIONAL AIDS AUXILIARY CONTROL PANEL.

3.6.12. MAINTAINS AIRCRAFT LIGHT FLASHER UNIT.

3.6.13. MAINTAINS TAKE COMMAND AND ICS CONTROL PANEL.

3.6.14. MAINTAINS MAIN COMMUNICATIONS CONTROL PANEL.

3.6.15. MAINTAINS RADAR SET CONTROL.

3.6.16. MAINTAINS FUEL QUANTITY REPEATER.

3.6.17. MAINTAINS NOZZLE POSITION TRANSMITTER.

3.6.18. MAINTAINS LEVEL SENSING FUEL TRANSFER.

3.6.19. MAINTAINS OIL PRESSURE TRANSMITTER.

3.6.20. MAINTAINS THROTTLE ASSEMBLY MANUAL CONTROL.

3.6.21. MAINTAINS PITCH RATIO POISON INDICATOR.

3.6.22. MAINTAINS ELECTRICAL TACHOMETER INDICATOR.

3.6.23. MAINTAINS GENERATOR CONTROL UNIT.

3.6.24. MAINTAINS NOZZLE POSITION INDICATOR.

3.6.25. MAINTAINS COMPASS CONTROL.

3.6.26. MAINTAINS AIRSPEED MACH INDICATOR.

3.6.27. MAINTAINS ANGLE OF ATTACK INDICATOR.

3.6.28. MAINTAINS VERTICAL SPEED INDICATOR.

3.6.29. MAINTAINS FUEL QUANTITY INDICATOR.

3.6.30. MAINTAINS FUEL SYSTEM CONTROL UNIT ASSEMBLY LEVEL SENSING.

3.6.31. MAINTAINS AUXILIARY TANK FUEL GAUGING SYSTEM.

3.6.32. MAINTAINS FUEL SIGNAL CONDITIONER.

3.6.33. MAINTAINS GENERATOR CONTROL UNIT.

3.6.34. MAINTAINS MOTOR GENERATOR CONTROL.

3.6.35. MAINTAINS CAUTION LIGHT LOGIC UNIT.

- 3.6.36. MAINTAINS CAUTION LIGHT DISPLAY UNIT.
- 3.6.37. MAINTAINS LANDING GEAR CONTROL INDICATOR.
- 3.6.38. MAINTAINS HYDRAULIC PRESSURE TRANSMITTER.
- 3.6.39. MAINTAINS AIRCRAFT AIR TEMPERATURE ELECTRONIC CONTROL BOX.
- 3.6.40. MAINTAINS BUILT-IN TEST CONTROL AND DISPLAY.
- 3.6.41. MAINTAINS AVIONICS STATUS PANEL.
- 3.6.42. MAINTAINS INTERIOR LIGHT POWER SUPPLY.
- 3.6.43. MAINTAINS RIGHT THROTTLE GRIP.
- 3.6.44. MAINTAINS LEFT THROTTLE GRIP.
- 3.6.45. MAINTAINS OVERHEAT FIRE DETECTION ALARM CONTROL.
- 3.6.46. MAINTAINS CONTROLLER AIRCRAFT GRIP ASSEMBLY.
- 3.7. MAINTAINS COUNTER MEASURES SET (ALQ-135).

4. MEWS TEST STATION MAINTENANCE. Maintains MEWS test stations by inspection, troubleshooting, aligning, modifying, repairing, and calibrating.

- 4.1. PERFORMS CONFIDENCE TESTING.
- 4.2. PERFORMS OPERATIONAL ASSURANCE AND FAULT ISOLATION TESTING.
- 4.3. PERFORMS REPAIR TESTING.
- 4.4. PERFORMS PERIODIC MAINTENANCE:
 - 4.4.1. PERFORMS HOURLY INSPECTION.
 - 4.4.2. PERFORMS CALENDAR INSPECTION.
 - 4.4.3. PERFORMS ANTENNA TEST STATION INSPECTION.
 - 4.4.4. PERFORMS INDICATOR AND CONTROL TEST STATION INSPECTION.
 - 4.4.5. PERFORMS COMMUNICATION/NAVIGATIONAL/IDENTIFICATION TEST STATION.
 - 4.4.6. PERFORMS INTEGRATED SYSTEM SUPPORT INSPECTION.
 - 4.4.7. PERFORMS TITES INSPECTION.

5. MANUALLY TESTED EQUIPMENT MAINTENANCE. Maintains specific LRU by inspecting, troubleshooting, aligning, modifying, programming, and repairing.

5.1. MAINTAINS TRANSPONDER COMPUTER KIT.

5.2. MAINTAINS TRANSPONDER COMPUTER KIT-1A AND 1C.

5.3. MAINTAINS INTERROGATOR COMPUTER KIT.

5.4. MAINTAINS INTERROGATOR COMPUTER KIT-1A AND 1C.

5.5. MAINTAINS TACTICAL SECURE VOICE SYSTEM KY-58.

5.6. MAINTAINS AN/GYQ-59 DIGITAL COMPUTER SYSTEM.

6. PRODUCTION SCHEDULING AND ASSET MANAGEMENT:

6.1. REVIEWS REPORT. Uses various supply documentation, listing, status board, and Core Automated Maintenance System (CAMS) to determine repair capabilities and job priority. Coordinates with supply or technician to reconcile discrepancy.

6.2. RECEIVES LRU OR PART. Receives item, checks and annotates documentation, packs or unpacks, stores in appropriate location, and logs into system.

6.3. COORDINATES AND SCHEDULES ACTIVITY. Upon reviewing report and receipt of item, coordinates and schedules maintenance activity through CAMS and status board.

6.4. SCHEDULES AND MONITORS TIME COMPLIANCE TECHNICAL ORDER (TCTO) PROGRAM.

6.5. PREPARES SUPPLY CORRESPONDENCE. Prepares and submits letter concerning mission impact, linkage/delinkage, local purchase, or supply difficulty to base supply.

6.6. COORDINATES SUPPLY PROBLEM. Works with Shop Service Center, Mission Capable Monitor, Items Manager to rectify part problem and expedite delivery.

6.7. TECHNICAL DATA SUB-ACCOUNT. Receives and posts data and changes to technical order file. Maintains file for serviceability.

6.8. PERFORMS KIT PROOFING. Performs kit proofing on hardware and software changes on test stations, interface test adapter, and LRU.

7. DOCUMENTATION. Enters information into the computer and maintains test stand information and record.

8. MAINTAINS CIRCUIT CARD COMPONENT:

8.1. REMOVES, REPLACES, AND TESTS AUTHORIZED CIRCUIT CARD COMPONENT.

8.2. PROVIDES CIRCUIT CARD ASSISTANCE.

8.3. PERFORMS FINAL LRU CHECKOUT.

9. TCTO MAINTENANCE. Performs maintenance required in accordance with applicable TCTO and completes documentation.

10. GENERAL SHOP SUPPORT. Performs shop support task to include local manufacture item.

11. ON-HAND TRAINING INSTRUCTION.

12. HAZARDOUS WASTE PROGRAM MANAGEMENT:

12.1. PROCESSES HAZARDOUS WASTE. Identifies, labels, contains, and disposes of hazardous waste.

12.2. MAINTAINS COLLECTION FACILITY. Maintains hazardous waste accumulation point, satellite collection area, and container.

12.3. MAINTAINS PROTECTIVE EQUIPMENT. Inspects and maintains protective equipment.

13. SPECIAL PLANNING OR SCHEDULING:

13.1. PREPARES FOR UNIT TRAINING ASSEMBLY.

13.2. PREPARES FOR MOBILITY/DEPLOYMENT.

INDIRECT:

II. SUPERVISION:

II.1. ADMINISTERS PERSONNEL:

II.1.1. HIRES CIVILIAN EMPLOYEE. Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating, and finalizes selection.

II.1.2. INDOCTRINATES PERSONNEL:

II.1.2.2. INDOCTRINATES ENLISTED MEMBER. Conducts initial interview, makes original job assignment, and acquaints new member with the work center.

II.1.2.3. INDOCTRINATES CIVILIAN. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

II.1.3. RATES PERFORMANCE:

II.1.3.1. PREPARES MILITARY EVALUATION:

II.1.3.1.1. PREPARES ENLISTED EVALUATION. Reviews enlisted performance report or letter of evaluation, researches required information, drafts narrative and referral letter, proofreads typed copy, marks boxes, and signs completed report.

11.1.3.1.3. PREPARES LETTER OF EVALUATION. Reviews letter of evaluation notice, researches required information, drafts narrative and referral letter, proofreads typed copy, and signs completed report.

11.1.3.2. IMPLEMENTS CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE PLAN:

11.1.3.2.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE PLAN. Analyzes position, position description, and work center goals; drafts performance plan subtask and standard; discusses proposed performance plan with employee; finalizes performance plan.

11.1.3.2.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL-PERFORMANCE RATING. Researches employee performance, completes performance rating, and discusses performance rating with employee.

11.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

11.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

11.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectations.

11.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

11.1.5. NOMINATES PERSONNEL FOR AWARD:

11.1.5.1.3. PREPARES ENLISTED AWARD NOMINATION. Reviews and returns award submission consideration letter, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

11.1.5.1.4. PREPARES ENLISTED DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

11.1.5.2. PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.

11.2. SUPERVISES PERSONNEL:

11.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

11.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

11.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

11.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

11.2.3. DIRECTS WORK CENTER ACTIVITY:

11.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinates' work.

11.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

11.2.3.3. INFORMS WORK CENTER PERSONNEL:

11.2.3.3.1. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual or work center activity.

11.2.3.3.2. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

11.2.4. COUNSELS PERSONNEL:

11.2.4.2. COUNSELS ENLISTED MEMBER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary action required to maintain discipline.

11.2.4.3. COUNSELS CIVILIAN. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary action required to maintain discipline.

11.2.5. MAINTAINS TIME AND ATTENDANCE FORM. Annotates form, completes form, reviews for accuracy, obtains required signature, and forwards form to civilian pay.

11.3. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action and marks for routing.

11.4. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

11.5. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate; forwards estimate to unit resource advisor; and answers follow-on inquiry on estimate.

11.6. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

11.7. INSPECTS FACILITY:

11.7.1. INSPECTS OFFICE FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention, and completes necessary documentation.

11.7.2. INSPECTS WAREHOUSE/MAINTENANCE FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.

I1.10. PREPARES SUGGESTION. Researches information, prepares suggestion, and submits to unit suggestion monitor or base suggestion manager.

I2. ADMINISTRATION:

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.1. ESTABLISHES NEW FILE. Researches new regulation, amends file plan, prepares file control label, and prepares new file folder.

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and outside the work area.

I2.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.6. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

I2.7. MAINTAINS CLASSIFIED MATERIAL:

I2.7.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

I2.7.2. INVENTORIES MATERIAL. Verifies accountability of top secret material and prepares inventory report.

I2.7.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.

I2.7.4. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

I2.8. MAINTAINS UNCLASSIFIED PUBLICATION FILE. Determines requirement for publication, orders administrative publication, maintains index, and maintains publication.

I2.9. OPERATES COPY MACHINE. Makes copy, annotates log, and collates copy.

I2.10. MAINTAINS STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

I2.11. MAINTAINS BULLETIN BOARD. Posts new information and removes obsolete information.

I2.12. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I3. MEETING:

I3.1. PREPARES FOR MEETING:

I3.1.2. PREPARES FOR UNIT MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.4. PREPARES FOR DIRECTORATE/DIVISION/BRANCH MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.5. PREPARES FOR WORK CENTER MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.2. CONDUCTS OR ATTENDS MEETING:

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I3.2.4. CONDUCTS OR ATTENDS DIRECTORATE/DIVISION/BRANCH MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.1. ADMINISTERS TRAINING:

I4.1.1. DEVELOPS TRAINING PLAN. Determines training requirement, develops training chart and equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.

I4.1.2. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report, compares member's qualification with work center duty requirement, and designates trainer.

I4.1.4. COUNSELS TRAINEE. Conducts initial interview, counsels trainee on training progress, and documents counseling on training record.

I4.2. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

I4.3. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I5. SUPPLY:

I5.1. PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

I5.2. CONDUCTS INVENTORY. Inventories equipment on hand and ensures accuracy of records.

I5.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

I5.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS SHOP EQUIPMENT:

I6.1.1. MAINTAINS MACHINERY:

I6.1.1.2. MAINTAINS MACHINERY (AIRCRAFT MAINTENANCE FUNCTIONS). Performs periodic inspection and performs preuser inspection.

I6.1.2. MAINTAINS TEST EQUIPMENT:

I6.1.2.2. MAINTAINS TEST EQUIPMENT (AIRCRAFT MAINTENANCE FUNCTIONS). Maintains a list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in or picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs preuser inspection, and performs periodic inspection.

I6.1.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK):

I6.1.3.2. MAINTAINS CTK (AIRCRAFT MAINTENANCE FUNCTIONS). Orders new or replacement tool, conducts periodic inventory, and reports missing tool.

I6.1.4. MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial issue, replaces broken or lost tool, and conducts periodic inventory.

I6.2. MAINTAINS ASSIGNED VEHICLE:

I6.2.2. MAINTAINS ASSIGNED VEHICLE (AIRCRAFT MAINTENANCE FUNCTIONS). Performs operator inspection, washes vehicle, waxes vehicle, and refuels vehicle.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with any sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA:

I7.3.1. CLEANS OFFICE AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Test Stations/FAC 24620E			1792.54 - 3673.87								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Avionics Systems Mgr	2A0XX	CIV	1	1	1	1	1	1	1	2	2
Avionics Test Stn/Comp Craftmn	2A0X1A	CIV	11	12	13	14	15	16	17	17	18
TOTAL			12	13	14	15	16	17	18	19	20
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Avionics Systems Mgr	2A0XX	CIV	2	2	2	2					
Avionics Test Stn/Comp Craftmn	2A0X1A	CIV	19	20	21	22					
TOTAL			21	22	23	24					